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18 NOV 1963

MEMORANDUM FOR: Deputy Director for Support
SUBJECT : Current Interest Items

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AUTH: HR 70-2
DATE: 16/03/82 REVIEWER: 018905

1. Fund Drive

As of 3:00 p.m., 15 November, UGF pledges totalled \$108,702.90 (almost 102% of goal). Contributions to PSAS totalled \$13,506.47. A special effort has been made to obtain all returns by 18 November.

2. Early Retirement

Mr. Darden (Senate Armed Services Committee Staff) requested additional details on our cost estimates which were supplied in papers delivered to him by [REDACTED] on 15 November. (These were the back-up materials prepared for the House Armed Services Committee hearings, updated to our current estimate of employees to be covered.)

In addition, Mr. Darden indicated that he wanted to discuss our cost estimates with the Civil Service Commission. We have an appointment with Andrew Ruddock (Chief, Bureau of Retirement and Insurance, CSC) to review our estimates with him before he meets with Mr. Darden.

The item on our early retirement bill in the recent Newsletter to Supervisors has stimulated a number of inquiries from employees who want to know if they will be eligible for coverage. Our answer to such inquiries is that the detailed regulations and precise criteria have not been developed and that we believe the program will not be implemented before next fall at the earliest. As you know, our rules and regulations will have to be approved by BOB and may require Congressional clearance of some sort as well. While we are hopeful of early action, we do not know what may be involved and do not want to indicate a premature effective date to employees generally.

3. Lectures on Supervision

[REDACTED] has talked with us about a proposed lecture (or series of lectures) to be given for headquarters supervisors. The topics to be covered generally are those which the supervisor should know about the Agency's personnel management program, including pertinent medical and security matters, and specifically the responsibilities of supervisors. We have been asked to prepare a rough outline of the particular subjects which should be covered.

We believe this program, originally contemplated as a one-time presentation, might be offered regularly -- perhaps once or twice a year -- and that it can be related to the films for supervisors which are in the planning stage for OTR's production schedule next year. (We also believe such a program, if established, should be administered by the Office of Training.)

4. Softball Diamonds

The grass planted on our softball diamonds is making an unsatisfactory showing. We are working through Logistics to invoke a clause in the contract requiring the contractor to re-seed them and expect the diamonds to be ready for play next spring.

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5. Seat Belt Survey

In preparation for our campaign to make seat belts available at an attractive discount, we made a survey of cars parked at headquarters to determine how many were already equipped with seat belts. The results were as follows:

<u>Area Checked</u>	<u>Total Cars Checked</u>	<u>Seat Belts</u>	<u>Per Cent</u>
North & South Lots			31% (36.9) ^A
West Lots			39% (39.2)
Reserved Spaces			29% (28.9)
TOTAL			33.5%

The checkers observed that the belts on a number of cars were placed in such a way as to indicate that they are not used. This finding indicates the need for an educational campaign in connection with our sales program.

We expect to have all posters and other publicity ready to conduct this campaign during the month of January.

6. Christmas Program

Arrangements have been made with the Department of Defense to hold Catholic and Protestant services in the auditorium on Tuesday, 17 December. Also, DOD has agreed to provide one of the service choruses (probably the Navy) to give a program of Christmas music in the auditorium during the holiday season. The Agency's chorus will also present one or two programs and will repeat last year's caroling in headquarters building the last workday before Christmas.

The "policy" committee, comprised of senior representatives of each Directorate, has met once to discuss overall plans for observance of the Christmas season. The members have designated individuals within their respective components to organize the decoration of the entrances to the building.

Although no announcement has been made, it can be expected that the President will release government employees either half-day or all day on Tuesday, 24 December.

/s/ Emmett D. Echols
Emmett D. Echols
Director of Personnel

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